



# INDIAN QUEENS COMMUNITY PRIMARY SCHOOL

## MINPINS ADMISSION PROCEDURES

These admission procedures are in addition to and support the Local Authority Admission Procedures for Primary Schools. Children are eligible to attend Minpins from the term *after* which they reach their third birthday.

### Admissions Panel

This will include the Headteacher, the Foundation Stage Leader, the teacher in charge of Minpins and the Early Years Governor. A meeting will be called in the event of any concerns regarding admissions procedures specifically where difficult decisions are to be made regarding which pupils should be admitted at any one time.

### Criteria for Admissions

Priority is always given to the age of the child to ensure that all children have the opportunity to attend Minpins prior to transfer to their Reception Class. Other factors which may determine when a child will be offered a place may include recommendations and advice from health visitors & other agencies already involved in supporting a family.

Applications made by pupils who arrive and have very little time to have nursery experience prior to admission to their Reception Class will be dealt with on an individual basis by the headteacher and Foundation Stage Leader. The aim will be to ensure that as much nursery experience is provided as possible, prior to transfer – even if this is for only a few weeks.

### Procedures:

- Parents who apply for a place at Minpins, receive an application form and prospectus (available on the website).
- On receipt of the completed application, the school responds immediately giving guidance as to the next steps and procedures.
- During the term in which the child reaches their 3<sup>rd</sup> birthday the school contacts the parents to confirm they still wish to take a place and discusses any preferred session times.
- When a place has been allocated, a confirmation letter is sent to parents along with the date for an initial visit (usually at an open session) followed by a home visit, The letter will ensure that the session times and names of staff are given as information, as well as arrangements for queries, concerns or communications. Arrangements will be made with the family as to when the child will start regular attendance to Minpins, but this will usually follow shortly after the visit to Minpins and the home visit, with a small number of sessions involving the attendance of the parent / carer - these arrangements will be based on the needs of the child.
- Wherever possible staff will also visit the child's existing setting to ensure a smooth transition to Minpins. Where a visit is not possible, phone contact will be made to gather relevant information.
- Should there be no vacancies during the term of the child's 3<sup>rd</sup> birthday the family will still be contacted to explain the situation, and contacted again when a place becomes available.

Please do not hesitate to contact the school if you would like to discuss admission to Minpins further and we will do everything we can to help. Parents are always very welcome to visit us, prior to deciding whether this setting will suit their child.

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